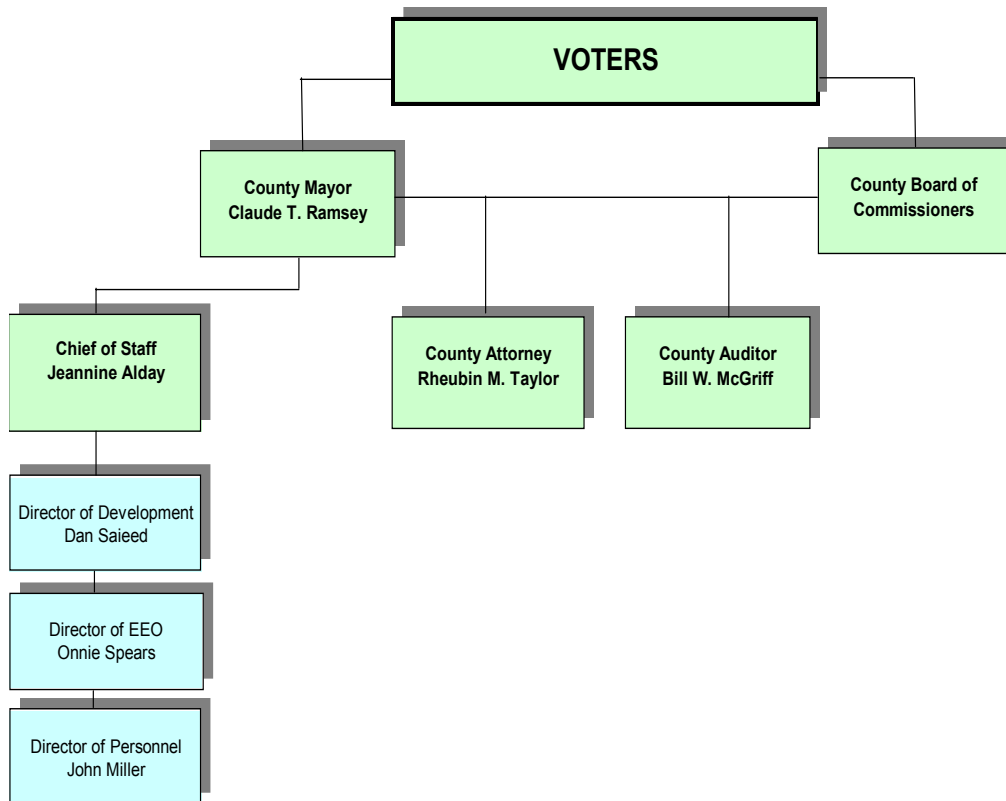
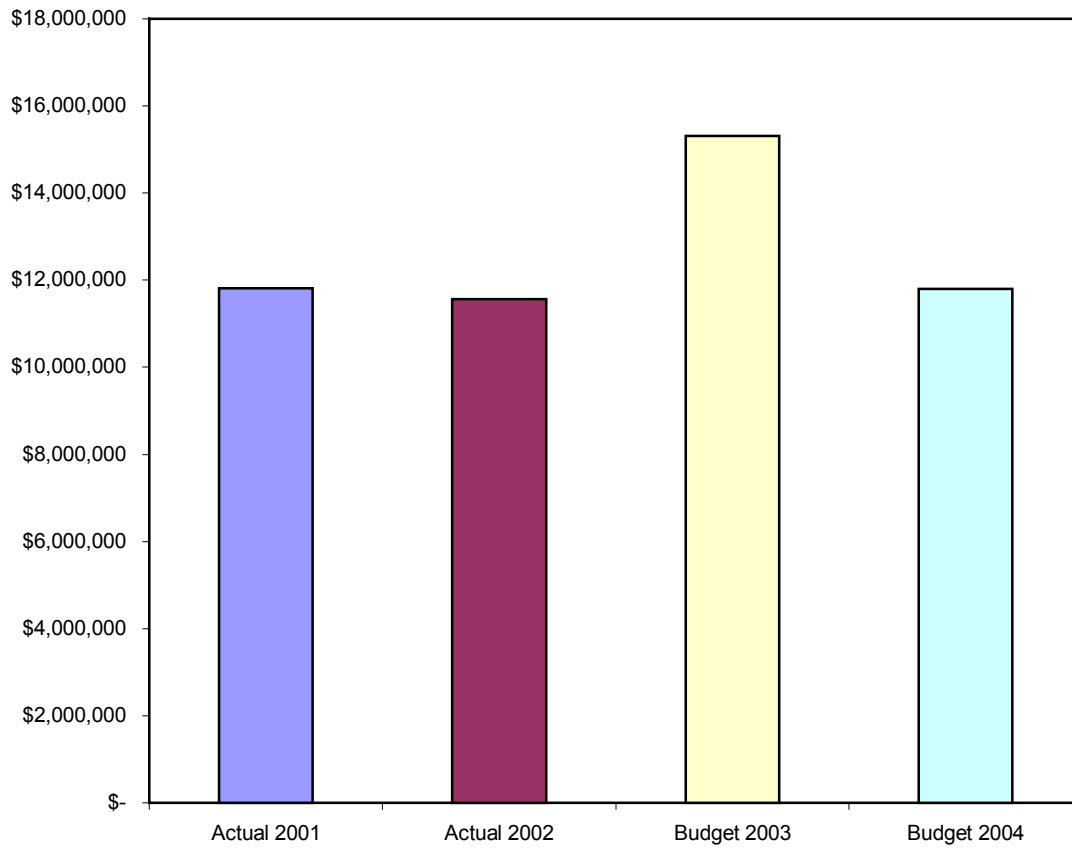


## Unassigned Departments/Functions

The departments/functions accounted for within Unassigned Departments/Functions are those that do not fall into any specific category of the General Fund.



### Unassigned Departments



## Unassigned Departments Expenditures by Departments

Departments	Actual 2001	Actual 2002	Budget 2003	Budget 2004
Utilities	\$ 1,313,224	\$ 1,385,629	\$ 1,465,260	\$ 1,523,327
Insurance	192,596	205,053	240,931	240,931
Employee Benefits	52,315	80,726	457,718	490,764
External Audits	211,800	260,640	241,000	241,000
County Mayor	430,859	344,056	389,608	405,679
Chief of Staff	195,674	210,884	223,047	301,375
Title VI	53,987	63,151	67,509	25,000
County Attorney	763,728	703,958	769,724	786,297
County Commission	394,318	439,166	880,020	549,084
County Auditor	575,653	606,295	719,622	746,134
Microfilm	247,141	279,966	298,613	315,575
Indigent Care	110,041	119,209	129,479	42,283
Telecommunications	439,907	492,723	584,414	734,676
Personnel	422,549	457,913	503,793	522,256
Equal Employment Opportunity	115,667	118,168	120,485	81,104
Development	487,907	470,852	500,664	518,988
Capital Outlay	3,161,982	2,635,429	2,915,623	2,070,916
Other	2,644,407	2,693,495	4,801,988	2,207,645
	\$ 11,813,755	\$ 11,567,313	\$ 15,309,498	\$ 11,803,034
<b>Authorized Positions</b>	<b>71</b>	<b>72</b>	<b>73</b>	<b>71</b>

## Utilities – 2900

### FUNCTION

Utility costs for gas, electricity, water, and telephone, that cannot be allocated among the various departments, are shown in this location. Utility costs that can be directly billed to a department are shown in that department as part of its total operating expenses.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
DRC	\$ -	\$ 90,117	\$ 103,000	\$ 169,851
Telephone	7,997	8,582	8,686	7,994
Electricity	806,272	760,435	762,760	837,502
Water	180,284	187,127	183,907	211,922
Gas	318,671	339,368	406,907	296,058
<b>Total Expenditures</b>	<b>\$ 1,313,224</b>	<b>\$ 1,385,629</b>	<b>\$ 1,465,260</b>	<b>\$ 1,523,327</b>

# Insurance – 2930

## **FUNCTION**

The insurance program, administered by the Department of Financial Management, is designed to provide the County comprehensive protection against claims of liability, which become the legal obligations of the County. This includes legal obligations as the result of comprehensive general errors and omissions, law enforcement and automobile liability insurance claims. The program also protects against property damage from fire and other hazards and provides for boiler and machinery inspections.

## **PERFORMANCE GOALS AND OBJECTIVES**

To protect the County's assets by minimizing its exposure to loss through an effective risk management program.

## **PROGRAM COMMENTS**

Effective September 1, 1986 Hamilton County became self-insured for all comprehensive general liability, errors and omissions, law enforcement, and auto liability exposures. The Financial Management Department in cooperation with the County Attorney's office administers the self-insurance program.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Operations	\$ 192,596	\$ 205,053	\$ 240,931	\$ 240,931
Total Expenditures	\$ 192,596	\$ 205,053	\$ 240,931	\$ 240,931

# Employee Benefits – 2931

## FUNCTION

Supplemental funding for the Hamilton County's Employee's Pension Plan, Commissioner's Pension Plan, and the Teachers' Retirement Plan are charged to this function. The majority of County employees participate in the Tennessee Consolidated Retirement System, the cost for which is allocated among the various departments. The County Pension Plans are administered by the County and have been closed to new participants since July 1976.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ -	\$ 28,017	\$ 8,246	\$ -
Employee Benefits	52,315	33,493	277,804	309,221
Operations	-	19,216	171,668	181,543
<b>Total Expenditures</b>	<b>\$ 52,315</b>	<b>\$ 80,726</b>	<b>\$ 457,718</b>	<b>\$ 490,764</b>

# External Audits – 2933

## FUNCTION

The laws of the State of Tennessee require that an audit of County funds be performed on an annual basis. The cost of the audit as well as the cost of publication of the Comprehensive Annual Financial Report and the Comprehensive Annual Budget Report is charged to this location. The purpose of the annual audit is to ensure compliance with applicable state and federal laws and to ensure that financial reporting is in accordance with generally accepted accounting principles.

## PERFORMANCE OBJECTIVES

To insure proper stewardship is maintained over the County's assets and that all activities are reported in accordance with generally accepted accounting principles.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Operations	\$ 211,800	\$ 260,640	\$ 241,000	\$ 241,000
Total Expenditures	\$ 211,800	\$ 260,640	\$ 241,000	\$ 241,000

# County Mayor – 3000

## FUNCTION

The County Mayor is elected by the citizens of Hamilton County to head the executive branch of Hamilton County Government. This responsibility includes supervision of County General government and all its Divisions, including Finance, Public Works, Human Services, and Health Services. He manages and directs the daily operations of County General Government and is the chief fiscal officer. The County Mayor has the authority to execute contracts and obligate funds on behalf of Hamilton County, with the approval of the Commission. He submits budgets to the County Commission for approval. With his knowledge and oversight of operations, he represents the interests of County Government to individuals and both government and private agencies. He makes recommendations to the County Commission for adoption and advises the Commission on the financial condition, daily affairs and future needs of Hamilton County.



Claude Ramsey, County Mayor

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 318,103	\$ 255,739	\$ 256,705	\$ 267,773
Employee Benefits	79,733	60,643	69,513	75,916
Operations	33,023	27,674	63,390	61,990
Total Expenditures	\$ 430,859	\$ 344,056	\$ 389,608	\$ 405,679



# Chief of Staff – 3001

## FUNCTION

The principal function of this office is to oversee and coordinate all areas of county general government, to coordinate specific initiatives, and to be a point of contact for the County Commission and other elected officials. The office also coordinates and oversees all public information regarding county government operations, programs, and services. The office exists to assist the County Executive carry out his initiatives in an efficient and effective manner.

## PERFORMANCE GOALS

1. To develop management skills
2. To recognize specific achievements of employees
3. To implement a plan to assist disadvantaged businesses
4. To enhance economic development and assist high tech business development
5. To oversee the renovation and remodeling of County Courthouse and provide for its security
6. To create an internal and external communications program

## SERVICE OBJECTIVES

- Implement a leadership and management skills training program.
- Appoint a committee to design an employee awards program.
- Establish a disadvantaged business enterprise program.
- Develop critical infrastructure at Enterprise South Industrial Park and create a High Tech Business Incubator
- Oversee the renovation of the Courthouse exterior and plan for interior renovation and remodeling.
- Coordinate with the Sheriff to establish a security program for the Courthouse and Courts Building that provides protection for vital governmental functions.
- Formulate an internal communications program for employees and an external program to assist citizens to use governmental services more effectively

## SERVICE ACCOMPLISHMENTS

Goal # 1 In FY 03 the Campaign for Excellence in Leadership Development program was created and all supervisors trained

Goal # 2 Focus on the Finest awards program implemented FY 03

Goal # 3 In FY 02-03, a state certified DBE program was established and implemented

Goal # 4 Enterprise South Industrial Park sewer and road construction started, and a Center for Entrepreneurial Growth (high tech incubator program) created in FY 02-04.

Goal # 5 Courthouse exterior repaired and sealed with historical elements preserved; Courthouse security checkpoints placed at key entrance of Courts Building and Courthouse

Goal # 6 A newsletter, intranet site, and email notices are strengthening internal communication. Participation in the Chamber of Commerce Expo promoted the Center for Entrepreneurial Growth and County Government in the community. Groundbreaking events for Enterprise South, a reception for the CEG, a kick-off for Project Support and various news releases have informed the public of what Hamilton County is accomplishing.



Jeannine Alday, Chief of Staff

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 153,565	\$ 162,912	\$ 167,251	\$ 224,672
Employee Benefits	30,686	36,678	42,646	63,553
Operations	11,423	11,294	13,150	13,150
<b>Total Expenditures</b>	<b>\$ 195,674</b>	<b>\$ 210,884</b>	<b>\$ 223,047</b>	<b>\$ 301,375</b>

# Title VI – 3002

## **FUNCTION**

The Title VI Department is responsible for the overall administration, coordination, operation, and implementation of the Title VI program in all of Hamilton County's agencies and with its sub-recipients. This Department will carefully administer the provisions of Title VI of the Civil Rights Act of 1964 with all County Agencies and with its sub-recipients as required by Federal, State and County approved Title VI policies and procedures.

Title VI of the 1964 Civil Rights Act states that "No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42U.S.C. § 2000d

Hamilton County Government **ASSURES** "NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS."

## **PERFORMANCE GOALS AND OBJECTIVES**

1. Train Division Coordinators, who will collect and analyze statistical data for reporting purposes.
2. Prepare, distribute and analyze results of Title VI self-survey, to establish a baseline for studying the program's growth and effectiveness.
3. Create Title VI posters, brochures, and other Title VI educational literature.
4. Plan and develop with coordination of Personnel – Countywide employee training program for Title VI.
5. Establish a community monitoring committee.
6. Analyze Division Administrator's Title VI annual reports.
7. Provide Title VI annual report to the Hamilton County Mayor and the Hamilton County Commission.
8. Educate the Community of their Title VI rights.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 37,305	\$ 47,133	\$ 39,226	\$ -
Employee Benefits	8,507	10,145	11,583	-
Operations	8,175	5,873	16,700	25,000
<b>Total Expenditures</b>	<b>\$ 53,987</b>	<b>\$ 63,151</b>	<b>\$ 67,509</b>	<b>\$ 25,000</b>

In FY 2004 this function has been contracted with outside Attorney.

# County Attorney – 3003

## FUNCTION

The County Mayor appoints the County Attorney with the approval of the County Commission. This office is responsible for representing and defending the County in all litigation; attending all meetings of the County Commission, advising the County Commission, County Mayor, and other officers and employees of the County concerning legal aspects of the County's affairs; and approving as to form and legality all official documents.

## PERFORMANCE GOALS AND OBJECTIVES

Performance objectives are to provide legal representation and counsel to ensure that all County functions are performed, and all County interests are protected in accordance with Federal, State, and County requirements.

## PROGRAM COMMENTS

Assisting the County Attorney are two (2) full-time assistant attorneys and three (3) full-time legal secretaries. The office utilizes the services of outside counsel in certain limited areas. This is done on a retainer basis, which controls costs and avoids the fringe benefits payable to full-time personnel. Examples are the provision of Special Education legal services (which was requested by the County School Board), and the collection of delinquent ambulance bills.

The mix of full-time staff with outside counsel provides an effective delivery of legal services and an efficient use of funding resources as the office continues to experience an increased demand for the delivery of legal services by all departments and agencies.



Rheuben Taylor, County Attorney

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 332,932	\$ 356,685	\$ 389,889	\$ 398,587
Employee Benefits	72,922	83,331	103,385	111,260
Operations	357,874	263,942	276,450	276,450
Total Expenditures	\$ 763,728	\$ 703,958	\$ 769,724	\$ 786,297

# County Commission – 3010

## FUNCTION

The County Commission is the legislative and policy-making body of the County. It is composed of nine residents who are elected from and represent nine districts within the County. Commission members are elected for four-year terms. The Chairman and the Chairman Pro Tempore of the Board of Commissioners are selected as the presiding officers of the Commission by the other members and serve for one year.

1. Enacting resolutions and orders necessary for the proper governing of the County's affairs.
2. Reviewing and adopting the annual budget.
3. Reviewing and deciding on recommendations from various boards and commissions.
4. Approving recommendations of the County Mayor for the position of County Attorney, administrators, directors and various boards and commissions.
5. Appointing residents to various boards and commissions.
6. Establishing policies and measures to promote the general welfare of the County and safety and health of its residents.
7. Representing the County at official functions and with other organizations.
8. The County Commission conducts its business in public sessions held in the County Commission meeting room at the Hamilton County Courthouse on the first and third Wednesdays of each month.

## PROGRAM COMMENTS

The County Commission is promoting effective government through responsive policy directions and leadership and has endeavored to meet the current and future needs of the County. This has been accomplished by attracting new industry to the area in full or partial funding of projects such as the development of the old Volunteer Army Ammunition Plant property, the Riverport, Riverpark development, several industrial parks, the Max Finley Stadium, the expansion of the Trade Center, and the building of numerous recreational facilities including Northshore/ Coolidge Park. The County Commission has built numerous fire halls throughout the County and fully funds a countywide ambulance service. The Commission has also provided funding for several new schools currently under construction and has funded several school renovations and additions. The challenge for the County Commission in the future will be to complete the recommendations of the Site and Facilities Task Force.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 238,119	\$ 250,965	\$ 276,042	\$ 280,295
Employee Benefits	77,930	92,112	120,450	136,139
Operations	78,269	96,089	483,528	132,650
Total Expenditures	\$ 394,318	\$ 439,166	\$ 880,020	\$ 549,084

# County Auditor – 3015

## FUNCTION

To perform various audits of departments, offices, agencies, programs, etc. which operate under the auspices of the Hamilton County Government. Our audits may include reviews of internal control systems and accounting systems, reviews of the efficiency and effectiveness of the County's programs or activities and/or financial audits. Other primary functions of the Auditor's office include providing assistance to various departments or offices in establishing effective accounting systems and systems of internal control, assisting in the implementation of computerized accounting systems at various locations, etc.

## PERFORMANCE GOALS AND OBJECTIVES

To perform the functions listed above in the most effective and efficient manner while serving as a valuable resource to the Hamilton County Government and its constituents.



Bill McGriff, County Auditor

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 423,834	\$ 430,612	\$ 504,157	\$ 515,674
Employee Benefits	117,966	140,860	164,874	181,460
Operations	33,853	34,823	50,591	49,000
Total Expenditures by type	\$ 575,653	\$ 606,295	\$ 719,622	\$ 746,134

# Microfilm – 3016

## **FUNCTION**

The function of the Microfilm Department is to provide microfilm services to all County offices and departments and to provide a centralized records storage area. The department provides technical assistance to the Hamilton County Records Commission and maintains all County microfilm equipment.

## **PERFORMANCE GOALS AND OBJECTIVES**

1. To educate elected officials and department heads regarding the destruction of permanent records after they are microfilmed.
2. To computerize the records storage and retrieval system.
3. To maintain, through liaison with offices, standardized microfilm equipment countywide.
4. To review and maintain the quality of old microfilm.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 163,976	\$ 193,710	\$ 190,311	\$ 205,965
Employee Benefits	67,777	66,522	77,339	83,860
Operations	15,388	19,734	30,963	25,750
Total Expenditures	\$ 247,141	\$ 279,966	\$ 298,613	\$ 315,575

# Indigent Care – 3017

## **FUNCTION**

To interview all potential patients at Erlanger Hospital and T.C. Thompson Children's Hospital, to determine that these patients are residents of Hamilton County and qualify financially for assistance with their hospital bills, and to certify the patients as indigent to the hospital staff.

## **PERFORMANCE GOALS AND OBJECTIVES**

To insure that all Hamilton County residents who qualify for financial assistance with their medical bills at Erlanger are treated fairly and receive this assistance in a manner that will allow them to get the necessary treatment to maintain the health of all County residents.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 82,509	\$ 88,564	\$ 92,525	\$ 32,526
Employee Benefits	26,092	30,180	35,954	9,757
Operations	1,440	465	1,000	-
Total Expenditures	\$ 110,041	\$ 119,209	\$ 129,479	\$ 42,283

# Telecommunications – 3018

## **FUNCTION**

To provide telecommunication services to all County offices and departments. These services include maintaining and programming a private switch network of nine (9) Northern Telecom telephone switches, maintaining and programming over 2,000 telephones on the network, producing monthly telephone bills for all County offices and departments on the network, installing and maintaining all voice and data cabling for County Government, maintaining the County's voice mail system, maintaining all other County telephone systems which are not on the network, maintaining all Education Department (including schools) telephone systems, and providing technical assistance to all County offices and departments. Responsible for design of infrastructure on all construction and renovation projects and coordination with architects and contractors.

## **PERFORMANCE GOALS AND OBJECTIVES**

To provide telecommunication services to County Government in the most cost effective and efficient manner while maintaining a high quality and dependable system.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 312,741	\$ 349,499	\$ 391,225	\$ 405,979
Employee Benefits	88,021	106,723	142,237	154,147
Operations	39,145	36,501	50,952	174,550
Total Expenditures	\$ 439,907	\$ 492,723	\$ 584,414	\$ 734,676



# Personnel – 3025

## FUNCTION

The Personnel Department is a service agency that coordinates human resource management activities for Hamilton County General Government, Assessor of Property, Juvenile Court and Juvenile Court Clerk's Office. These include (1) administration of the Career Service System's approved policies and procedures; (2) receive, catalog and maintain employment applications; (3) recruitment, examination, and classification plan; (4) maintain, develop, and annually evaluate compensation plan; (5) conduct annual market survey; (6) coordinate and manage bi-annual performance evaluations; (7) coordinate and manage employee training; (8) coordinate and manage employee records; (9) render decisions within the appellate process; (9) conduct employee exit interviews; (10) Respond and represent Hamilton County General Government in unemployment claims and/or EEOC claims. Provide administrative support for other elected officials offices. Also coordinate the ADA, Employee Assistance Program and DOT Drug and Alcohol Testing.

## SERVICE GOALS

1. Achieve an applicant mix that maximizes the opportunity to reflect the demographics of Hamilton County.
2. Provide Classification/Compensation Information through our annual market survey.
3. Provide employee training to enhance job performance skills.
4. Provide services to each department in areas including application of State/Federal laws, (FMLA), disciplinary and/or promotional activities.

## SERVICE OBJECTIVES

Provide in-depth training for supervisors in FY 02-03 enhancing skills in leadership for the employees.

Purchase a computerized ID system to make ID Cards. Plan to add a coder in 2004 to be able to create gas cards for County vehicles.

Continue to review and revise the Employee Handbook.

Provide efficient and up-to-date service to County employees and the general public by introducing new programs. Make the Personnel Department more computer accessible to both employees and the public.

Submit an application in the fall of 2003 to Tennessee Quality Management for a Departmental Baldrige Award for 2003-2004.

## SERVICE ACCOMPLISHMENTS

Goal #1 Provided extensive training program for all supervisors to better prepare them for leadership roles. This will be continued in the fall of 2003-2004.

Goal # 2 In support of the Homeland security, Personnel invested in a computerized ID system and made picture IDs for approximately 1,700 employees. In 2004 we anticipate adding a coder to the system to create gas cards for County vehicles.

Goal # 3 Provided all General County Government employees with an updated Employee Handbook containing County and State/Federal rules and regulations.

Goal # 4 Implemented a new employee recognition program "Focus on the Finest", providing employees the opportunity to nominate co-workers to be recognized for outstanding service.

Goal #5 All Personnel request/change forms are now available through the Intranet. Employment opportunities and applications are also available to the general public as an online service.



John Miller, Director of Personnel

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 292,790	\$ 310,076	\$ 316,338	\$ 326,463
Employee Benefits	84,638	91,267	105,642	114,806
Operations	45,121	56,570	81,813	80,987
<b>Total Expenditures</b>	<b>\$ 422,549</b>	<b>\$ 457,913</b>	<b>\$ 503,793</b>	<b>\$ 522,256</b>

# Equal Employment Opportunity – 3040

## FUNCTION

The Equal Employment Opportunity Department (E.E.O.) carries out Hamilton County's Equal Opportunity policy and investigates discrimination complaints as defined in the Affirmative Action Plan. This department strives to eliminate and prevent discrimination against any employee or applicant for employment, because of race, handicap, color, religion, sex, national origin, age, or political affiliation. The official policy of Hamilton County General Government is to recruit, hire, and promote all job classifications without regard to race, age, sex, national origin, disability, religious opinion or political affiliation.

## PERFORMANCE GOALS

1. Insure compliance with all Federal, State and Local laws and regulations.
2. Investigate all E.E.O. complaints as outlined in the Affirmative Action Plan.
3. Identify issues before they become problems and educate staff appropriately.
4. Act as liaison with minority, female, disabled, and veteran's organizations.
5. Recommend changes in policies and rules where applicable, and develop training where needed.
6. Assist in recruiting of minority applicants.
7. Compile and evaluate personnel reports and monitor the use of Hamilton County's Affirmative Action Plan.
8. Submit an annual E.E.O.4 report to the Federal E.E.O.C.

## SERVICE OBJECTIVES

1. To satisfactorily resolve EEO complaints.
2. To aid in the recruitment, hiring and promotion of minorities.
3. Educate County Government staff and the community.

## SERVICE ACCOMPLISHMENTS

1. Reached a resolution satisfactorily to both parties of 100% of complaints.
2. Provided training sessions.
3. Made available to the public Hamilton County's Affirmative Action Plan (AAP).
4. Presented information on Hamilton County jobs to area high schools, colleges and the Urban League.



Onnie Spears, Director of Equal Employment Opportunity

Expenditures by type	Actual 2001	Actual 2002	Budget 2003	Budget 2004
Employee Compensation	\$ 84,825	\$ 88,630	\$ 89,711	\$ 58,883
Employee Benefits	22,034	19,455	21,745	13,605
Operations	8,808	10,083	9,029	8,616
Total Expenditures	\$ 115,667	\$ 118,168	\$ 120,485	\$ 81,104

# Development – 3060

## FUNCTION

The Development Department is responsible for obtaining and managing funds for county projects. It is usually the lead agency in developing new county programs. The department is involved in housing, economic development, recreation, corrections, law enforcement, transportation, juvenile justice, social services, health, and a variety of other projects as needs occur. In order to maximize the leveraging power of local dollars, the department applies for grants from state, federal and private sources. It also develops plans and program models, conducts feasibility studies, assists industries to locate in Hamilton County, prepares award nominations, and prepares Environmental Assessments. The department administers millions of dollars in grant contracts to ensure compliance with regulatory and audit requirements.

## PERFORMANCE GOALS

1. To fund economic development priorities – high technology and industrial park development
2. To fund Homeland Security needs, as Hamilton County is a potential target for terrorists
3. To administer and monitor all grants using an online computer database to insure compliance with all applicable rules and regulations
4. To apply for new grants and reapply for continuation grants in law enforcement, corrections, recreation, social services, and infrastructure

## SERVICE OBJECTIVES

Develop a small business incubator program and a facility to house it

Seek Congressional funding for Enterprise South connector road

Secure funding for area First Responders for mass casualty events, remote access for the Sheriff's Department and bio-terrorism prevention

Create an interactive computer database to manage \$25,340,891 in grants and match.

## SERVICE ACCOMPLISHMENTS

### Goal # 1

a) In FY 2002 and continuing in FY 03 – 04 a high tech incubator program was funded from HUD and SBA. A high tech incubator building will be funded during FY 03-04.

b) Presentations were made at the federal level for a \$15 million connector road during FY 03 and partial funding will be available in the FY 04 budget year.

### Goal # 2

A request for \$8.56 million of bio-terrorism and Homeland Security needs was presented to Congressional staff and elected officials

### Goal # 3

Development and IT created a database that is now in use that has daily status reports available to necessary staff. FY 02—03 grants were monitored by the County outside auditors and no audit exceptions were found for the grants managed.

### Goal # 4

Continuation grants were applied for and awarded in Community Corrections, Emergency Management, Juvenile Court, Recreation, Law Enforcement (Sheriff's Department), and Social Services. New grants were awarded for a) University Greenway – Recreation, b) Domestic Terrorism – Emergency Management, and c) Kenco Corp. and Hamilton Plastics for economic development infrastructure to assist expanding businesses.



Dan Saieed, Director of Development

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 299,102	\$ 320,738	\$ 329,957	\$ 340,341
Employee Benefits	87,820	93,206	108,092	117,858
Operations	100,985	56,908	62,615	60,789
<b>Total Expenditures</b>	<b>\$ 487,907</b>	<b>\$ 470,852</b>	<b>\$ 500,664</b>	<b>\$ 518,988</b>

# Capital Outlay

## FUNCTION

General Fund capital expenditures for all departments for projects that are not bond or debt eligible are budgeted in this location. The amounts shown do not include capital projects financed by bond funds. Each year this appropriation is approved after a thorough evaluation of all capital requests versus other available funding sources and General Fund affordability.

## PROGRAM COMMENTS

Expenditures for capital assets such as computers, vehicle replacement, maintenance and other improvements that are routine and are determined to have a life expectancy of less than 15 years are funded by the General Fund as needed and when resources are available. In FY 2004 capital outlay budget requests totaling \$4,785,123 were reduced by \$2,714,207 as a conservative budget measure.

Capital Outlay descriptions are explained in the Capital Improvements section of this Comprehensive Annual Budget Report.

### Capital Outlay

Departments	Actual 2001	Actual 2002	Budget 2003	Budget 2004
Accounting	\$ 28,200	\$ 5,651	\$ 25,500	\$ 8,000
Ambulance Service	347,520	364,855	206,012	196,500
Assessor of Property	45,966	42,891	44,400	45,000
Auditor	5,791	5,806	23,750	6,000
Birchwood Primary Care	-	1,470	-	-
Building Inspection	33,344	32,294	37,000	-
Case Management Services	-	15,746	-	-
Chattanooga/Hamilton Co. Rescue	-	31,434	18,256	10,000
Chest Clinic/Epidemiology	-	1,292	2,000	-
Chief of Staff	2,705	-	1,500	-
Circuit Court Clerk	1,264	7,370	12,500	22,650
Circuit Court Judges	15,846	-	3,324	-
Clerk & Master	11,990	11,461	13,500	-
Comm Corrections - Misdemeanor	42,151	51,860	-	-
Corrections Administration	-	-	2,000	-
Corrections Inmates Program	-	2,000	-	-
County Attorney	-	639	5,000	5,000
County Clerk	19,866	15,840	45,658	4,300
County Board of Commission	-	-	4,500	4,400
County Wellness Center	-	7,322	-	-
Criminal Court Clerk	18,368	21,418	17,000	18,990
Custodial/Security Services	-	-	-	98,500
Dallas Bay Fire Department	-	57,265	95,200	33,000
Data Processing	148,986	-	-	-
Dental Health	-	3,570	-	2,500
District Attorney General	1,597	17,747	35,000	-
District Public Defender	2,021	14,310	26,250	-

**Capital Outlay Continued**

<b>Departments</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
EEO	4,745	2,795	-	-
Eastside Clinic	-	1,619	5,000	-
Election Commission	5,773	10,892	1,200	222,500
Emergency Assistance	4,025	-	-	-
Emergency Services	73,106	26,792	101,950	29,600
Emergency Volunteer Serv.	188,236	-	-	-
Engineering	37,010	89,443	153,765	53,000
Environmental Health	-	15,147	35,000	-
Equestrian/Multipurpose Facility	32,750	-	-	-
Family Health Clinic	-	5,358	5,000	6,010
Family Planning	-	-	11,000	-
Finance Administrator	18,139	-	1,000	-
Financial Management	3,693	-	2,000	3,000
Flattop Volunteer Fire Dept.	-	-	73,100	12,500
General Sessions Court	-	-	1,000	-
GIS / Engineer	5,000	68,764	77,800	6,000
Hamilton County Stars	-	6,916	24,895	10,000
Haz Mat Team	-	1,865	18,135	10,000
Health Administrator	-	992	-	-
Health Department	181,569	-	-	-
Health Maintenance	-	26,855	50,000	-
Highway	68,033	32,860	40,000	61,300
Highway 58 Volunteer Fire Dept.	-	35,500	35,500	35,500
Homeless Health Care	-	-	13,000	2,450
Human Services Administrator	17,265	-	-	-
Information Technology Services	-	44,003	92,000	55,900
Juvenile Court Clerk	7,155	15,069	6,515	7,000
Juvenile Court Detention Unit	-	-	-	-
Juvenile Court IV-D	8,000	17,154	2,688	2,500
Juvenile Court Judge	30,575	36,462	62,000	167,000
Juvenile Court Youth Correction	-	-	-	500
Juvenile Youth Alcohol Safety	-	-	-	500
Maintenance	165,456	153,989	125,000	-
Medical Examiner	6,000	26,675	4,300	4,800
Microfilming	49,335	9,266	12,500	9,000
Mowbray Fire Department	-	9,276	21,587	15,000
Nursing Administration	-	6,995	3,000	4,500
Ooltewah Clinic	-	6,096	-	-
Parents as Teachers	10,021	2,280	-	500
Personnel	16,672	-	-	-
Primary Care	-	4,864	-	-
Public Works Administrator	-	-	2,000	-
Purchasing	1,591	21,646	3,000	2,750
Real Property	3,232	4,587	7,000	6,000
Recreation	234,384	223,015	145,543	62,000
Records Management	-	14,000	-	-
Riverpark	89,310	102,000	49,000	37,000
Rural Transportation	52,883	3,712	76,000	43,000
STD Clinic	-	5,552	8,000	4,000
Sale Creek Fire Dept.	-	30,500	30,500	30,500
Security Services	-	-	20,000	1,000
Sequoyah Clinic	-	21,300	25,000	-
Sequoyah Fire Dept	-	10,871	41,494	17,500
Sheriff	1,037,269	708,813	731,989	437,656
Social Services Administration	3,600	2,600	-	-
Telecommunications	61,674	40,606	60,500	179,610
Tri-Community Fire Department	-	49,245	39,348	38,000
Trustee	19,866	1,778	-	-
Volunteer State Rescue	-	1,835	18,165	10,000
Walden's Ridge Fire Dept.	-	23,201	60,799	28,000
<b>Total Expenditures by type</b>	<b>\$ 3,161,982</b>	<b>\$ 2,635,429</b>	<b>\$ 2,915,623</b>	<b>\$ 2,070,916</b>

## Other – 2932, 2936, 2937, 3004, 3026, 3028

### FUNCTION

1. Representative to General Assembly – Registered lobbyists for Hamilton County Government represent the County's interest before the General Assembly by introducing legislation and by supporting or opposing other legislation.
2. Americans with Disabilities Act (ADA) – The Americans with Disabilities Act (ADA) is presenting great challenges to local governments. It is the most sweeping expansion of the law since the Civil Rights Act of 1964 and the Rehabilitation Act of 1973. The law covers many areas, including employment, facilities and program accessibility and accommodations. Personnel trains and implements this law as it applies to Hamilton County General Government and its employees.
3. Drug and Alcohol Testing Program – The Drug and Alcohol Program is Hamilton County's approved program to comply with the Federal Drug Free Workplace Act of 1988. The Personnel Department coordinates this program with Comprehensive Compliance, LLC. Comprehensive is under contract with the County to provide WDAT DOT services. The performance objectives are to provide employees with a safe and drug free workplace. Comprehensive will provide a workplace Drug and Alcohol Testing Program. (WDAT) Comprehensive, will provide testing for drug and alcohol for post-offer pre-employment, reasonable cause, on the job accident or contributing to an accident, random, after suspension and a follow up. The County will utilize the WDAT to provide training on DOT Regulations; both on alcohol and drug abuse prevention and detection for supervisory staff and affected employees. Comprehensive and Hamilton County will comply with the Federal Omnibus Transportation Employee Testing Act, and the Drug Free Workplace Act of 1988.
4. Employee Assistance Program – The Employee Assistance Program is Hamilton County's approved program to meet the needs of employees and the Federal Drug Free Workplace Act of 1988. This program is available to all HAMILTON COUNTY employees and their families as an employee benefit. The Personnel Department coordinates this program with EAPCARE, INC Inc., who is under contract to provide EAP services. This service includes confidential assessment, short-term counseling, referral and follow up to employees and their families by providing up to four pre-paid counseling sessions yearly. The performance objectives are to provide eligible County employees the necessary EAP services to reduce the occurrence of work-related problems and substance abuse; provide to workplace training on such topics as drug abuse, stress, marital problems, aging, retirement, depression and parental care; provide supervisory training to all administrators, directors and supervisors on how to make referrals for treatment; provide to the EAP Review Committee computer generated reports on the EAP program on a quarterly basis so that the program may be continuously upgraded to meet the requirements of law and changing methodology of drug and alcohol abuse treatment.
5. Trustee Commission – Fees charged by the County Trustee for handling cash on behalf of the General Fund.
6. TCSA and NACO Dues – These amounts represent annual dues for membership in the Tennessee County Services Association and the National Association of Counties.
7. Certified Cost Reimbursement – All monthly Court Costs invoiced to the State (for Felony) and County (for Misdemeanor) which guarantees reimbursement. Any court costs receipted into Criminal Court are always considered agency money and disbursed to the State or County.

Departments	Actual 2001	Actual 2002	Budget 2003	Budget 2004
Representative General Assembly	\$ 10,059	\$ 11,654	\$ 20,000	\$ 20,000
American Disability Act	8,187	2,205	7,000	7,000
Drug & Alcohol Testing Program	6,046	6,926	7,100	7,100
Employee Assistance Program	14,108	16,020	21,990	21,990
Trustees Commission	1,968,771	2,049,143	2,251,653	1,581,513
TCSA Dues	9,267	9,266	9,267	9,267
NACO Dues	5,306	5,465	5,618	5,775
Bulletproof Vest Partnership	8,472	-	-	-
Certified Cost Reimbursement	614,191	592,816	543,000	555,000
UnumProvident Corp.	-	-	499,000	-
Comm. Development Grant-Ooltewah Sew	-	-	1,330,360	-
Hamilton Plastics, Inc.	-	-	107,000	-
	\$ 2,644,407	\$ 2,693,495	\$ 4,801,988	\$ 2,207,645